



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, शुक्रवार, 28 सितम्बर, 1973/6 आश्विन, 1895

GOVERNMENT OF HIMACHAL PRADESH

INDUSTRIES DEPARTMENT

NOTIFICATION

Simla-2, the 28th September, 1973

No. 5-56/72-SI(Estt.).—In exercise of the powers conferred by proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission vide their letter No. 1-26/73-PSC, dated the 17th July, 1973, is pleased to make the following rules in respect of the Himachal Pradesh Class III (Ministerial and Technical) Services in the Printing and Stationery Department to the following matters, namely:—

- (i) the method of recruitment to the Himachal Pradesh Class III (Ministerial and Technical) Services in the Printing and Stationery Department;
- (ii) the qualifications necessary for appointment to such service and post; and
- (iii) the conditions of service of persons appointed to such service and posts for the purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART-I—GENERAL

1. *Short title.*—(i) These rules may be called the Himachal Pradesh Printing and Stationery Department Class III (Ministerial and Technical) Services (Recruitment, Promotion and certain Conditions) Rules, 1973.

(ii) These rules shall come into force with effect from the date of publication of this notification in the Official Gazette.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context:

- (a) 'Appointing Authority' means the Deputy Controller, Printing & Stationery, Himachal Pradesh/or any other authority appointed by the Himachal Pradesh Government to perform the duties of the Deputy Controller, Printing & Stationery, Himachal Pradesh.
- (b) 'Commission' means Himachal Pradesh Public Service Commission.
- (c) 'Governor' means the Governor, Himachal Pradesh.
- (d) 'Head of Department' means the Deputy Controller, Printing & Stationery, Himachal Pradesh, (or any other authority) appointed to perform the duties of the Deputy Controller, Printing & Stationery in Himachal Pradesh.
- (e) 'Departmental Promotion Committee' means a committee appointed by the Himachal Pradesh Government to recommend existing Officials of the Department of Printing & Stationery, for promotion to higher grade or class or to recommend candidates for appointments to the posts recruitment to which is not to be made on the recommendations of the Commission.
- (f) 'Direct Recruitment' means the appointment made otherwise than by promotion from amongst the members of the service or transfer of an official already in the service of the Central Government or of a State Government or of Administration of a Union Territory.
- (g) 'Government' means the Himachal Pradesh Government.
- (h) 'Member' means a member of Himachal Pradesh, Printing and Stationery Department Class-III (Ministerial and Technical) Services.
- (i) 'Scheduled Castes' means the Castes, Races or Tribes or parts of or groups within Castes, Races or Tribes specified in the Constitution (Scheduled Castes) Order, 1950, as amended by section 19(1) read with the First Schedule of the State of Himachal Pradesh Act, 1970 (53 of 1970) and as it may be amended from time to time.
- (j) 'Service' means the Himachal Pradesh, Printing and Stationery Department, Class III (Ministerial and Technical) Services.
- (k) 'Recognised University' means any University incorporated by law in the Union of India or any other University which may be declared by the Central Government to be recognised University for the purpose of the rules.

PART-II—CONSTITUTION OF THE SERVICE

3. *General conditions for Appointment.*—The Service shall consist of such number of posts whether permanent or temporary, of each grade specified in Appendices 'A' and 'B' as the Government may, from time to time determine. Recruitment/Promotion to this service shall be made by the Appointing Authority, on the recommendations of the Commission or Departmental Promotion Committee as the case may be. The rates of pay may be changed by the Government from time to time as the Government may order.

4. *Nationality, eligibility and age etc.*—(1) A candidate for appointment to any post in the service must be—

- (a) A citizen of India, or
- (b) A subject of Sikkim, or
- (c) A subject of Nepal, or
- (d) A person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he/she belongs to category (c) or (d) he/she must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he/she belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he/she can be retained in service only if he/she has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview and he/she may also provisionally be appointed subject to the necessary certificate being given to him/her by the Government.

(II) Unless he/she is already in Government service must produce—

- (i) a certificate of good moral character from the Principal Academic Officer of his/her University; College or School or from the Head of the Educational or Technical Institution last attended;
- (ii) a certificate of his/her good moral character from a Gazetted Officer of the Central or a State Government or a Member of Parliament of State Legislatures or from some respectable and trust worthy person, who can certify from personal knowledge the identity of the applicant and the correctness of the particulars furnished by him;
- (iii) a medical certificate as required by the Service Rules applicable to the other services, of the State of Himachal Pradesh which are in force or may be adapted by the State Government from time to time;
- (iv) declaration to the effect that he has not more than one living wife;
- (v) no person who has more than one wife living or who having a spouse living marries in case in which such marriage is void by reasons of its taking place during the life time of such spouse, shall be eligible for appointment to service;
- (vi) no female candidate, who has married a person having already a wife living shall be eligible for appointment.

N.B.—Appointment/Recruitment of a person to the service shall be subject to his furnishing an affidavit to the effect that he has only one wife or in the case of a female that she has not married a man having already a living wife:

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of the rule in clause (V) above subject to observance of the Government instructions in this behalf.

(III) The minimum and maximum age limits have been shown in the Appendix 'A'.

5. *Educational Qualifications, method of recruitment and reservations.*—The educational qualifications and methods of recruitment are indicated in the statement appended at Appendices 'A' and 'B'.

6. *Reservations.*—Such percentage of posts as may be prescribed by the Government from time to time shall be reserved for Scheduled Castes, Scheduled Tribes, and Released Commissioned Emergency Officer/Ex-servicemen, subject to the minimum qualifications being satisfied by them.

7. *Probation of members of service.*—Members of the service, who are appointed against permanent vacancies shall, on appointment to any post in the service, remain on probation for a period of two years.

Explanation.—(i) Approved officiating service shall be taken as a period spent on probation but no member, who is officiating in any appointment shall on the completion of the prescribed probationary period be confirmed until he/she is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his/her period of probation is in the opinion of the appointing authority not satisfactory, the appointing authority may dispense with his services or revert him/her to former post if he/she has been recruited otherwise than by direct appointment.

(iii) On the completion of the period of probation of any member, the appointing authority may confirm such member in his/her appointment subject to availability of a permanent post or if his/her work or conduct has in the opinion of the appointing authority, not been satisfactory, may dispense with his/her services, or revert him/her to his/her former post, if he/she has been appointed otherwise than by direct recruitment, or may, extend the period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Provided always that the total period of probation including extensions, if any, shall not exceed 3 years.

8. Seniority of members of service.—(1) Persons appointed in a substantive or officiating capacity to a grade prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall be senior to all others in that grade.

Explanation.—(a) For the purpose of these rules, persons who are confirmed retrospectively with effect from the date earlier than the issue of these rules; and

(b) persons appointed on probation to a permanent post substantively vacant in a grade prior to the issue of these rules, shall be considered to be permanent members of the grade.

(2) Subject to the provision of paragraph (3) below, permanent members of each grade shall be ranked senior to persons who are officiating in that grade.

(3) **Direct recruitee.**—Notwithstanding the provisions of paragraph (2) above, the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection:

(i) Provided that the persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of the merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit:

(ii) Provided further that a person who does not join within the prescribed period shall lose his/her seniority, according to the selection and shall rank in the seniority list next to the person who joined earlier:

(iii) Provided further that he/she shall not lose his/her seniority, if the fact of his/her joining later was caused by circumstances beyond his/her control and for the reasons to be recorded in writing, the appointing authority is satisfied that this was so.

(4) **Promotees.**—(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade an *inter-se* seniority of all eligible persons shall be arranged in a separate list in the order of their date of appointment in their respective grades. Thereafter the duly constituted Departmental Promotion Committee or the other selecting/recommending authority shall select persons for promotion from this list and draw up a merit list which will determine the seniority of persons on promotion to the higher grade.

(5) **Relative seniority of direct recruits and promotees.**—The relative seniority of direct recruits and/or promotions shall be determined according to the rotation of vacancies reserved for direct recruits and promotees respectively.

(6) **Transfers.**—The relative seniority of persons appointed by transfer to the service from the subordinate offices or the Central Government or other Departments of the State Government shall be determined in accordance with the order of their selection for such transfer. In case of Officials transferred from other departments etc., the previous services will not count for purposes of seniority.

(7) **Explanatory Memorandum.**—Where promotions are made on the basis of selection by a Departmental Promotion Committee or the Commission the seniority of such promotees shall be in order in which they are recommended for such promotion by the Committee or Commission. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

Suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

(8) A roster should be maintained based on the reservation for direct recruitment and promotion in the Recruitment Rules. Appointments should be made in accordance with this roster and seniority determined accordingly.

Illustration.—Where 75% of the vacancies are reserved for promotion and 25% for direct recruitments each direct recruit shall be ranked in seniority below three promotees.

Where the quotas are 50% each, every direct recruit shall be ranked below promotee. If for any reasons a direct recruit or a promotee cease to hold the appointment in the grade, the seniority list shall not be rearranged merely for the purpose of ensuring the proportion referred to above.

(9) **Training and Examination etc.**—The members of service shall have to qualify examinations or to undergo training as may be prescribed by the Government from time to time for any class of post.

(10) **Liability to transfers.**—Every member of the service shall be liable to transfer anywhere within Himachal Pradesh.

(11) **Leave and pension etc.**—In respect of leave, pension and other cognate matters not specifically mentioned in these rules, the members of the service shall be governed by the service rules, applicable to the other service of the State of Himachal Pradesh which are in force or as may be adapted by the State Government from time to time, unless one has exercised option, otherwise.

(12) **Other conditions of service—General.**—In all matters not expressly provided for in these rules the members of the service shall be governed by service rules applicable to other employees of the State of Himachal Pradesh which are in force or as may be adapted by the State Government from time to time, unless one has exercised option, otherwise.

(13) **Power to relax.**—Where the Government is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, where necessary, relax any of the provisions of these rules with respect to any class or category of persons.

P. K. MATTOO,
Secretary.

Recruitment and Promotion Rules for the Posts/Services Class-III

Sl. No.	Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age for direct recruits	Minimum educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
1.	Superintendent.	1	Class-III (Ministerial).	Rs. 400-650	Selection	Between 18 years and 27 years.	<i>Essential:</i> Graduate of a recognised University or its equivalent with 5 years' office experience.

- Notes.*—1. Upper age-limits for direct recruits will not be applicable to candidates already in the service of the Government except in case of posts to be filled in on the basis of competitive examination.
2. Upper age-limits is relaxable for Scheduled Castes/Tribes candidates and other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government.
3. Age and qualifications relaxable at the discretion of the Commission in the case of candidates otherwise well qualified.
4. Provisions of cols. 11 and 12 are to be revised by the Government in consultation with the Himachal Pradesh Public Service Commission as and when the number of posts in col. No. 3 are increased or decreased.

DIX 'A'

(Ministerial and Technical) in the Printing and Stationery Department

Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of rectt. whether by direct rectt. or by promotion/deputation/transfer and percentage of vacancies to be filled by various methods	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which HPPSC is to be consulted
9	10	11	12	13	14
No	2 years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority for reasons to be recorded in writing.	100% by promotion failing which by direct rectt.	<i>By promotion:</i> From amongst Head Asstt. with 6 years' regular service and Head Clerk with 8 years' regular service and Assistants (Jr. Scale) with 10 years' regular service in the respective grades. (In case of Head Assistant/Head Clerks unless the officials are confirmed in the grade of Head Assistant / Head Clerk, the service rendered in the lower grades will also be counted for their eligibility for promotion to the higher post). (For purpose of promotion, Head Assistant / Head Clerk will be ranked senior in the list of eligibles).	DPC to be presided over by Chairman of HPPSC or a Member thereof be nominated by him.	As required under the law

5. Age-limits for direct recruits will be reckoned from the last date fixed for receipt of application by the Commission.
6. When the Government is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provisions of these rules with respect to any class or category of person.
7. Selection for appointment to these posts shall be made on the basis of a *viva-voce* test preceded if the Commission so considers necessary or expedient, by a written test, the standard syllabus etc. of which shall be determined by the Commission.

Recruitment and Promotion Rules for the Posts/Services Class-III

Sl. No.	Sl. No.	Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age for direct recruits	Minimum educational and other qualifications required for direct recruits
1	1	2	3	4	5	6	7	8
1. Sut-tenc	1.	Stenogra-pher.	1	Class III (Ministerial).	Rs. 160-400	Selection	Between 18 years and 27 years.	<i>Essential:</i> Graduate of a recognised University or its equivalent. Speed in short-hand 100 words per minute and in type-writing 40 words per minute.
	2.	P.O. Readers	2	Class-III (Technical).	160-400	Non-Selection	-do-	<i>Essential:</i> Graduate of a recognised University or its equivalent with at least 5 years' experience as proof reading in a Printing Press. Preference will be given to qualified Proof Readers.
	3.	Steno-typist	1	Class III (Ministerial).	110-250 with S.P. Rs. 25 p. m.	Selection	-do-	Matric of second division with speed of 80 words per minute in short-hand, 40 words in typewriting.
	4.	Driver	1	Class III (Technical).	100-4-140/5-160.	N.A.	-do-	Driving Licence. Literate person will be preferred.
	5.	Ware Ho-use Opera-tor.	8	Class III (Technical).	100-160	Non-Selection	-do-	(i) Preferably Middle. (ii) Must qualify the departmental test.

DIX 'B'

(Ministerial and Technical) in the Printing and Stationery Department

Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of rectt. whether by direct rectt. or by promotion/deputation/transfer and percentage of vacancies to be filled by various methods	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which HPPSC is to be consulted
9	10	11	12	13	14
No	2 years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority for reasons to be recorded in writing.	100% by promotion failing which by direct rectt.	<i>By promotion:</i> From amongst the Steno - typists / Clerks / Time-keepers with 3 years' regular service in the grade and possessing 100 words per minute speed in shorthand and 40 words per minute in typewriting, for which necessary test will be conducted by the Department.	DPC for Class III services.	As required under the law.
No	-do-	-do-	<i>By promotion:</i> From amongst Senior Readers with 3 years' and proof Readers with 5 years' regular service in the respective grades. (For purpose of promotion, Senior Reader will be ranked above the Proof Readers).	-do-	-do-
Yes, except age limit.	2 years	100% by promotion failing which by direct recruitment.	Clerks and Time-keepers.	DPC for Class-III post.	-do-
—	-do-	100% by direct recruitment on the basis of trade test and interview.	—	-do-	-do-
(i) No (ii) Yes	-do-	100% by transfers failing which by direct recruitment.	From amongst the Binders.	-do-	-do-

Recruitment and Promotion Rules for the Posts/Services Class-III

Sl. N No.	1	2	3	4	5	6	7	8
6. Mono-Mechanic.			1	Class III (Technical).	Rs. 120-250	Non-Selection	18—27	Middle. Selection on merit on the basis of practical test.
7. Reviser			2	-do-	110-250	-do-	-do-	Matric
8. Addressograph.			1	Class III (Miniserial).	90-140	N.A.	-do-	Matric

DIX 'B'—concl'd.

(Ministerial and Technical) in the Printing and Stationery Department

9	10	11	12	13	14
Yes, except age limit.	2 Years	100% by promotion failing which by direct recruitment.	Mono Casters, provided they qualify the departmental test.	DPC for Class III Posts.	As require under the law.
No	-do-	-do-	Copy Holders with two years experience in the grade subject to qualifying departmental test.	-do-	-do-
—	-do-	100% by direct recruitment on the basis of practical test.	—	-do-	-do-

INDUSTRIES DEPARTMENT

NOTIFICATION

Simla-2, the 28th September, 1973

No. 5-56/72-SI(Estt.).—In exercise of the powers conferred by proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor, Himachal Pradesh, is pleased to make the following rules in respect of the Himachal Pradesh Printing and Stationery Department Class IV Services to the following matters, namely:—

- (i) the method of recruitment to the Himachal Pradesh Printing and Stationery Department Class IV Services;
- (ii) the qualifications necessary for appointment to such services and posts; and
- (iii) the conditions of service of persons appointed to such service and posts for the purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART-I—GENERAL

1. Short title.—(i) These rules may be called the Himachal Pradesh Printing and Stationery Department Class IV Services (Recruitment, Promotion and certain Conditions of Services) Rules, 1973.

Commencement.—These rules shall come into force with effect from the date of publication of this notification in the Official Gazette.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context:

- (a) 'Appointing Authority' means the Deputy Controller, Printing & Stationery, Himachal Pradesh or any other authority appointed by the Himachal Pradesh Government to perform the duties of the Deputy Controller, Printing & Stationery, Himachal Pradesh.
- (b) 'Commission' means Himachal Pradesh Public Service Commission.
- (c) 'Governor' means the Governor, Himachal Pradesh.
- (d) 'Departmental Promotion Committee' means a committee appointed by the Himachal Pradesh Government to recommend existing Officials of the Department of Printing & Stationery, Himachal Pradesh for promotion to higher grade or class or to recommend candidates for appointments to the posts recruitment to which is not to be made on the recommendations of the Commission.
- (e) 'Direct Recruitment' means the appointment made otherwise than by promotion from amongst the members of the service or transfer of an official already in the service of the Central Government or of a State Government or of Administration of a Union Territory.
- (f) 'Government' means the Himachal Pradesh Government.
- (g) 'Member' means a member of Himachal Pradesh, Printing and Stationery Department Class-IV Service.
- (h) 'Scheduled Castes' means the Castes, Races or Tribes or parts of or groups within Castes, Races or Tribes specified in the Constitution (Scheduled Castes) Order, 1950, as amended by section 19(1) read with the First Schedule of the State of Himachal Pradesh Act, 1970 (53 of 1970) and as it may be amended from time to time.
- (i) 'Service' means the Himachal Pradesh Printing and Stationery Department, Class IV Service.
- (j) 'Recognised University' means any University incorporated by law in the Union of India or any other University which may be declared by the Central Government to be recognised University for the purpose of the rules.

PART-II—CONSTITUTION OF THE SERVICE AND GENERAL CONDITIONS FOR APPOINTMENT

3. The Service shall consist of such number of posts whether permanent or temporary, of each grade specified in Appendices 'A' as the Government may, from time to time determine. Recruitment/Promotion to this service shall be made by the Appointing Authority, on the recommendations of the Commission or Departmental Promotion Committee as the case may be. The rates of pay may be changed by the Government from time to time as the Government may order.

4. *Nationality, eligibility and age etc.*—(1) A candidate for appointment to any post in the service must be—

- (a) A citizen of India, or
- (b) A subject of Sikkim, or
- (c) A subject of Nepal, or
- (d) A person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he/she belongs to category (c) or (d) he/she must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he/she belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he/she can be retained in service only if he/she has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview and he/she may also provisionally be appointed subject to the necessary certificate being given to him/her by the Government.

(II) Unless he/she is already in Government service must produce—

- (i) a certificate of good moral character from the Principal Academic Officer of his/her University, College or School or from the Head of the Educational or Technical Institution last attended;
- (ii) a certificate of his/her good moral character from a Gazetted Officer of the Central or a State Government or a Member of Parliament of State Legislatures or from some respectable and trust worthy person, who can certify from personal knowledge the identity of the applicant and the correctness of the particulars furnished by him;
- (iii) a medical certificate as required by the Service Rules applicable to the other services, of the State of Himachal Pradesh which are in force or may be adapted by the State Government from time to time;
- (iv) declaration to the effect that he has not more than one living wife;
- (v) no person who has more than one wife living or who having a spouse living marries in case in which such marriage is void by reasons of its taking place during the life time of such spouse, shall be eligible for appointment to service;
- (vi) no female candidate, who has married a person having already a wife living shall be eligible for appointment.

N.B.—Appointment/Recruitment of a person to the service shall be subject to his furnishing an affidavit to the effect that he has only one wife or in the case of a female that she has not married a man having already a living wife:

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of the rule in clause (v) above subject to observance of the Government instructions in this behalf.

(III) The minimum and maximum age limits have been shown in the Appendix 'A'.

5. *Educational Qualifications, method of recruitment and reservations.*—The educational qualifications and methods of recruitment are indicated in the statement appended at Appendix 'A'.

6. *Reservations.*—Such percentage of posts as may be prescribed by the Government from time to time shall be reserved for Scheduled Castes, Scheduled Tribes, and Released Emergency Commissioned Officer/Ex-servicemen, subject to the minimum qualifications being satisfied by them.

7. *Probation of members of service.*—Members of the service, who are appointed against permanent vacancies shall, on appointment to any post in the service, remain on probation for a period of two years.

Explanation.—(i) Approved officiating service shall be taken as a period spent on probation but no member, who is officiating in any appointment shall on the completion of the prescribed probationary period be confirmed until he/she is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his/her period of probation is in the opinion of the appointing authority not satisfactory, the appointing authority may dispense with his services or revert him/her to former post if he/she has been recruited otherwise than by direct appointment.

(iii) On the completion of the period of probation of any member, the appointing authority may confirm such member in his/her appointment subject to availability of a permanent post or if his/her work or conduct has in the opinion of the appointing authority, not been satisfactory, may dispense with his/her services, or revert him/her to his/her former post, if he/she has been appointed otherwise than by direct recruitment, or may extend the period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Provided always that the total period of probation including extensions, if any, shall not exceed 3 years.

8. Seniority of members of service.—(1) Persons appointed in a substantive or officiating capacity to a grade prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall be senior to all others in that grade.

Explanation.—(a) For the purpose of these rules, persons who are confirmed retrospectively with effect from the date earlier than the issue of these rules; and

(b) persons appointed on probation to a permanent post substantively vacant in a grade prior to the issue of these rules, shall be considered to be permanent members of the grade.

(2) Subject to the provision of paragraph (3) below, permanent members of each grade shall be ranked senior to persons who are officiating in that grade.

(3) **Direct recruitee.**—Notwithstanding the provisions of paragraph (2) above, the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection:

(i) Provided that the persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of the merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit:

(ii) Provided further that a person who does not join within the prescribed period shall lose his/her seniority, according to the selection and shall rank in the seniority list next to the person who joined earlier:

(iii) Provided further that he/she shall not lose his/her seniority, if the fact of his/her joining later was caused by circumstances beyond his/her control and for the reasons to be recorded in writing, the appointing authority is satisfied that this was so.

(4) **Promotees.**—(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade an *inter-se* seniority of all eligible persons shall be arranged in a separate list in the order of their date of appointment in their respective grades. Thereafter the duly constituted Departmental Promotion Committee or the other selecting/recommending authority shall select persons for promotion from this list and draw up a merit list which will determine the seniority of persons on promotion to the higher grade.

(5) **Relative seniority of direct recruits and promotees.**—The relative seniority of direct recruits and/or promotions shall be determined according to the rotation of vacancies reserved for direct recruits and promotees respectively.

(6) **Transfers.**—The relative seniority of persons appointed by transfer to the service from the subordinate offices or the Central Government or other Departments of the State Government shall be determined in accordance with the order of their selection for such transfer. In case of Officials transferred from other departments etc., the previous services will not count for purposes of seniority.

(7) **Explanatory Memorandum.**—Where promotions are made on the basis of selection by a Departmental Promotion Committee or the Commission the seniority of such promotees shall be in order in which they are recommended for such promotion by the Committee or Commission. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

(8) A roster should be maintained based on the reservation for direct recruitment and promotion in the Recruitment Rules. Appointments should be made in accordance with this roster and seniority determined accordingly.

Illustration.—Where 75% of the vacancies are reserved for promotion and 25% for direct recruitments each direct recruit shall be ranked in seniority below three promotees.

Where the quotas are 50% each, every direct recruit shall be ranked below promotee. If for any reasons a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be rearranged merely for the purpose of ensuring the proportion referred to above.

(9) **Training and Examination etc.**—The members of service shall have to qualify examinations or to undergo training as may be prescribed by the Government from time to time for any class of post.

(10) **Liability to transfers.**—Every member of the service shall be liable to transfer anywhere within Himachal Pradesh.

(11) **Leave and pension etc.**—In respect of leave, pension and other cognate matters not specifically mentioned in these rules, the members of the service shall be governed by the service rules, applicable to the other service of the State of Himachal Pradesh which are in force or as may be adapted by the State Government from time to time, unless one has exercised option, otherwise.

(12) **Other conditions of service—General.**—In all matters not expressly provided for in these rules the members of the service shall be governed by service rules applicable to other employees of the State of Himachal Pradesh which are in force or as may be adapted by the State Government from time to time, unless one has exercised option, otherwise.

(13) **Power to relax.**—Where the Government is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, where necessary, relax any of the provisions of these rules with respect to any class or category of persons.

Recruitment and Promotion Rules for Class IV

Sl. No.	Name of post	No. of posts	Classification	Scale of pay	Whether selection or non-selection post	Age for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
1. Office Duftry.		1	Class IV (Ministerial).	Rs. 75-105	N.A.	18—27	Middle pass, selection on merit in practical test.
2. Galley Proof Pressman.		2	Class IV (Technical).	80-120	-do-	-do-	Middle. Should be able to operate upon proof presses and platen presses. Selection on the basis of practical test.
3. Metal Melter.		1	-do-	-do-	Non-selection	-do-	Middle. Should know the process of Metal Melting. Selection on merit on the basis of practical test.
4. Type Supplier.		4	-do-	-do-	N.A.	-do-	Middle. Should be able to distinguish between different kinds & sizes of types.
5. Feederman.		4	-do-	-do-	-do-	-do-	Middle. Should know running process of offset machine & able to attend to its oiling and cleaning.
6. Binding Machine Attendant.		8	-do-	70-95	-do-	-do-	Primary. Should be of robust health, preferably with knowledge of ordinary binding.
7. Mono Attendant.		2	-do-	-do-	-do-	-do-	Primary. Should be able to attend to oiling and cleaning of Mono-Machines.
8. Forme Carrier.		5	-do-	-do-	-do-	-do-	Primary. Should be of robust.
9. Forme Washer.		2	-do-	-do-	-do-	-do-	Primary. Should be of robust.

(Technical and Non-Technical) Services of Printing and Stationery Department

[illegible]

